

# VACANCY NOTICE

2006-54

CS-376  
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Chief of Library Services	CLASSIFICATION CODE: 02590900
	SALARY RANGE: (143) \$82,538-\$94,541	REFERENCE POSITION NO.: 2476-10000-42
	Department or Agency Name Administration	APPLICATION PERIOD: 9/21/2006-10/5/2006
	Division/Section/Unit Office of Library Info. Svcs.	GRACE PERIOD ENDS: 10/6/2006
	Assignment(s) / Comments	
	Shift and Days: 1st (Monday-Friday)	Job Location: One Capitol Hill, Providence, RI 02908
	Restrictions/Limitations: n/a	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>x</u>	
	Name of Bargaining Unit Union: _____	
	There is _____ is not <u>X</u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	<b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
• <b>Reasonable Accommodations:</b>		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• <b>Medical Information:</b>		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>	
	In the office of Library and Information Services (OLIS), to direct and coordinate the work of a staff including professional librarians, technical and administrative support personnel in planning, developing, organizing and directing a system for statewide library and information services through a multi-type cooperative network of interlibrary loan, delivery and other library services provided to network members. The Chief of Library Services is responsible for promoting public library development through consultant services and information and financial support and for the distribution of state and federal funds for public library development and construction, interlibrary cooperation and resource sharing. In addition, the Chief of Library Services serves as the official representative of the federally mandated state library agency for the purpose of receiving and administering federal library grants and is responsible for the development and establishment of standards and guidelines for public library development, resource sharing and interlibrary cooperation.	
	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	<b>Education:</b> Such as may have been gained through: Possession of a Master's Degree in Library Science from a graduate library school accredited by the American Library Association including or supplemented by coursework in business administration, public administration or a closely related field; and	
	<b>Experience:</b> Such as may have been gained through: considerable experience at an administrative or managerial level engaged in the provision of a myriad of professional library services in a governmental, educational, public or private library setting.	
	<b>Or</b> , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
	<b>Where to Apply</b>	
	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Lisa Middleton Office of Personnel Administration One Capitol Hill Providence, RI 02908	
Telephone #: (401) 222-2535 Fax #: (401) 222-6391 TTY/TDD #: 7 1 1 (Telecommunication Device for the Deaf)		
		

**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER**